

IMPACT GRADEBOOK REPORT CARD AND PROGRESS REPORT HELP GUIDE

The purpose of this document is to provide comprehensive guidelines and step-by-step instructions for both High Schools and Elementary Schools on entering grades and generating/printing Progress Reports and Report Cards from IMPACT Gradebook. The content of this guide will cover the following topics:

- ❖ [Frequently Asked Questions](#)
- ❖ [Entering Grades \(HS and ES\)](#)
- ❖ [Entering ELL Information \(ES Only\)](#)
- ❖ [Entering Comments \(HS and ES\)](#)
- ❖ [Generating/Printing Progress Reports and Report Cards \(HS and ES\)](#)

[Frequently Asked Questions:](#)

[What system should schools use to generate report cards: SIM or Gradebook?](#)

All schools should use Gradebook to record grades as well as to generate progress reports/report cards.

[What languages are available?](#)

- [High School](#) progress reports/report cards are available in English, Spanish, and Polish.
- [Elementary School](#) progress reports/report cards are generated by the system in English, Spanish, Polish, Chinese, and Vietnamese. Arabic and Urdu paper-based templates are available on the [IMPACT website](#) under Gradebook documentation.

By default, all progress reports/report cards generate in the home language reported by the parent on the home language survey. A different language can be selected by going to *Tools and Settings > Mass Language Assignment*. For more information, please refer to the document entitled **Mass Language Assignment in Gradebook** on the [IMPACT Website](#).

[Who can generate and print progress reports/report cards and how is this done?](#)

- Progress reports can be generated at any time by School Administrators and Grading Coordinators. CPS mandates four Progress Report Distribution Days, but schools have the ability to distribute Progress Reports more frequently.
- Report cards can also be generated by School Administrators and Grading Coordinators. **However, since IMPACT generates report cards automatically at the end of each Quarter, the ability for schools to do so is temporary disabled at the cycle's end.** Schools should refer to the **Grade Entry and Report Card Printing Schedule** posted on the IMPACT Website's [Calendar](#) page. Once generated, report cards simply need to be printed. Please see section labeled [Generating/Printing Progress Reports and Report Cards](#) below.

[Can schools generate a kindergarten report card?](#)

The Kindergarten Report Card is available in Gradebook. See cps.edu/kreportcard for more information on how Kindergarten students are assessed.

What is the purpose of 'Teacher Verification'?

Teacher Verification is primarily a tool for Administrators and Grading Coordinators to monitor when teachers have completed and 'signed-off' on their grade entry. It can also be used by School Administrators and Grading Coordinators to 'lock' teachers' gradebook, effectively enforcing a local deadline for grade entry completion. Teachers can verify their own gradebooks. Administrators also have the ability to verify/unverify teacher gradebooks in *Tools and Settings > Teacher Verification*. Click [here](#) to read more about the verification process.

How do teachers record entries for Growth in Habits and Attitudes?

The report card contains a section labeled **Growth in Habits and Attitudes**. If a student needs improvement in any of the areas listed in that section, an 'X' should be denoted in the appropriate cycle next to the desired habit/attitude. Please see section labeled [Entering Grades](#) below.

How do teachers record entries for English Language Learners (ELL)?

The report card contains a section labeled **English Language Proficiency**. If a student is enrolled in a TBE or TPI Program, an "X" should be denoted in that section as well as a Proficiency Level in the appropriate cycle next to the desired domain. Please see section labeled [Entering ELL Information](#) below.

Can different subjects (or a free form text field) be added to progress reports/report cards?

There are no free form text fields on progress reports/report cards.

If a school changes its grading scale after teachers have started entering assignment grades, will existing grades re-calculate according to the new scale?

Yes; if a school's Grading Scale is changed mid-stream, all assignment grades in the current cycle will be recalculated. To see the recalculated grades immediately, users can 'verify' and then 'un-verify' their gradebooks after the scale is changed.

Can a teacher change category weights in the middle of a cycle if grades have been entered?

No. Doing so will disturb grade calculation and this teacher will see strange average populate.

Can a school administrator save one 'all inclusive' PDF file with all students' progress reports/report cards?

No. By default, a PDF is created for each grade level. A School Administrator could choose to save those files in a folder locally.

How will attendance display on report cards for transfer students?

"Total number of attendance days" for the cycle will only reflect the days in attendance at the currently enrolled school; it will not incorporate the previous school's attendance.

Entering Grades (High Schools and Elementary Schools)

While schools and networks may establish a threshold for assignment-level grade entry, the district currently mandates only the entry of progress report/report card grades. If assignment grades are entered into Gradebook, progress report/report card grades will automatically be calculated (with the exception of Kindergarten). A teacher can choose to override the calculated grade or simply enter a desired grade using the following steps:

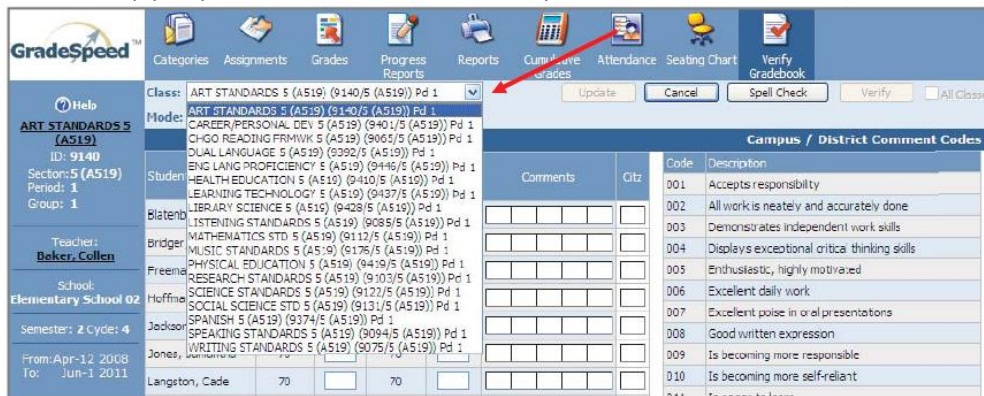
Note: Gradebook uses the term "Cycle" to describe Quarters. This document also uses cycle interchangeably with quarter (ex: Cycle 2 is equal to Quarter 2).

High School Teachers:

1. Log into Gradebook and click the **Verify Gradebook** tab.



2. Select the appropriate class from the drop down list.



3. If you wish to enter an override, enter the desired grade for each student into the **Override Cycle Avg.** column. This grade will appear on progress reports/report cards.

Verify Grades						
Student	Computed Cycle Avg.	Override Cycle Avg.	Computed Semester Avg.	Override Semester Avg.	Comments	Citz
Blatenberger, Alexis	70	<input type="text"/>	70	<input type="text"/>		
Bridger, Gary	70	<input type="text"/>	70	<input type="text"/>		
Freeman, Morgan	70	<input type="text"/>	70	<input type="text"/>		
Hoffman, Trevor	70	<input type="text"/>	70	<input type="text"/>		
Jackson, Samuel	70	<input type="text"/>	70	<input type="text"/>		

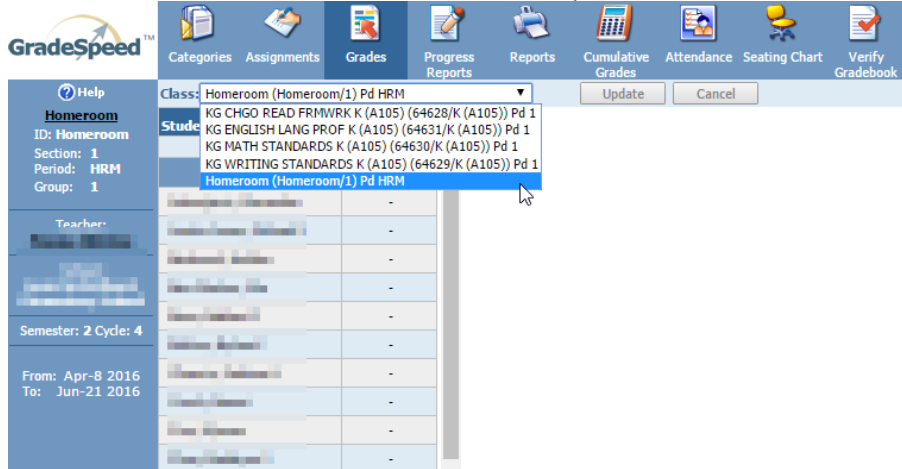
4. Click **Update** to save the grades that were entered.
5. Repeat Steps 2-4 until grades have been entered for all desired classes.

Kindergarten Teachers:

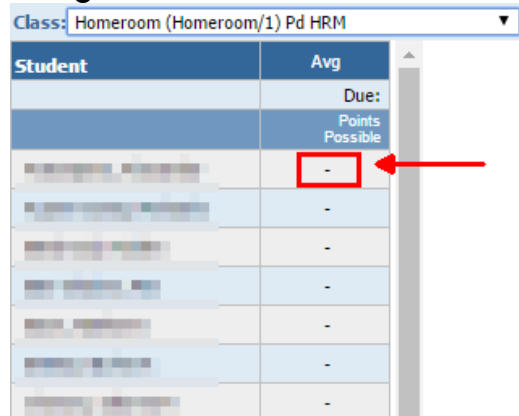
1. Log into Gradebook and click the **Grades** tab.



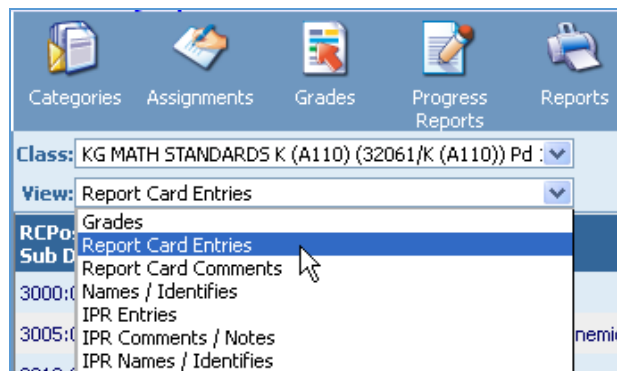
2. Select the homeroom class from the **Class** drop down list.



3. Click the value in the **Avg** column next to the desired student.



4. The **Grades by Student** page will display. From the **View** drop-down list, select *Report Card Entries*.



- Enter an *Allowed Value* for each Standard into the appropriate cycle column(s). Standards are available for each habit, attitude, and skill.

RCPosition Sub Dept.	Benchmark	Allowed Values	C1	C2	C3	C4
EC_1000:01_EC_LIT	Literacy Language of Instruction: English	X	<input type="text"/>	<input type="text"/>	X	<input type="text"/>
EC_1005:01_EC_LIT	Literacy Language of Instruction: ESL	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EC_1010:01_EC_LIT	Literacy Language of Instruction: Native Language	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EC_1020:01_EC_LIT	Listening and Speaking	4,3,2,1/	<input type="text"/>	<input type="text"/>	4	<input type="text"/>
EC_1030:01_EC_LIT	Reading: Foundational Skills	4,3,2,1/	<input type="text"/>	<input type="text"/>	4	<input type="text"/>
EC_1040:01_EC_LIT	Reading: Informational & Fiction Texts	4,3,2,1/	<input type="text"/>	<input type="text"/>	3	<input type="text"/>
EC_1050:01_EC_LIT	Writing	4,3,2,1/	<input type="text"/>	<input type="text"/>	2	<input type="text"/>
EC_1060_C1:01_EC_LIT	Literacy Comments (Select 4)		Add	Add	Edit	Add
EC_1100:02_EC_MATH	Mathematics Language of Instruction: English	X	<input type="text"/>	<input type="text"/>	X	<input type="text"/>
EC_1105:02_EC_MATH	Mathematics Language of Instruction: ESL	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EC_1110:02_EC_MATH	Mathematics Language of Instruction: Native Language	X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Gradebook is not used to generate Kindergarten Progress Reports.

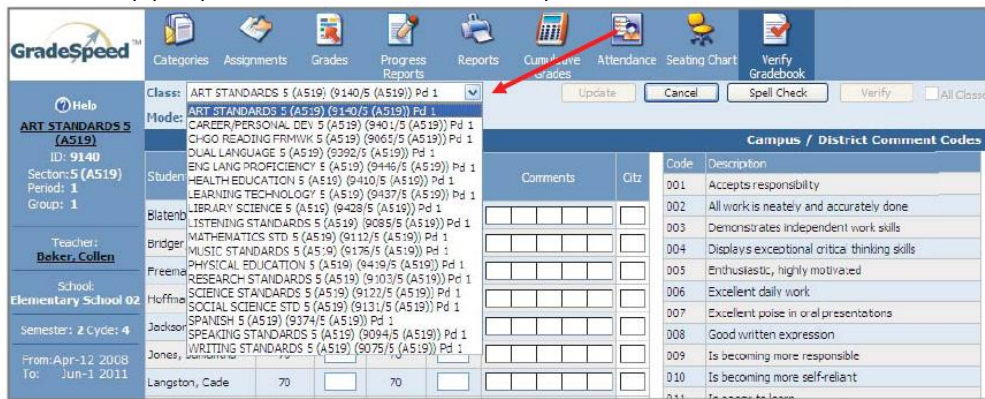
- Click **Update** to save the grades that were entered.
- Select the next desired student from the **Student** drop-down list.
- Repeat Steps 5-7 until grades have been entered for all desired students.

Grades 1-8 Teachers:

- Log into Gradebook and click the **Verify Gradebook** tab.



- Select the appropriate class from the drop down list.



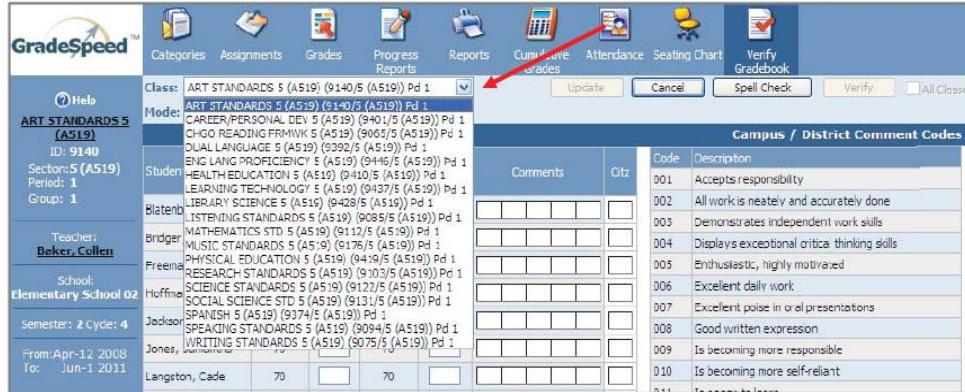
- Enter the desired grade for each student into the **Override Cycle Avg.** column. This grade will appear on progress reports/report cards.

Verify Grades						
Student	Computed Cycle Avg.	Override Cycle Avg.	Computed Semester Avg.	Override Semester Avg.	Comments	Ctz
Blatenberger, Alexis	70	<input type="text"/>	70	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bridger, Gary	70	<input type="text"/>	70	<input type="text"/>	<input type="text"/>	<input type="text"/>
Freeman, Morgan	70	<input type="text"/>	70	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hoffman, Trevor	70	<input type="text"/>	70	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jackson, Samuel	70	<input type="text"/>	70	<input type="text"/>	<input type="text"/>	<input type="text"/>

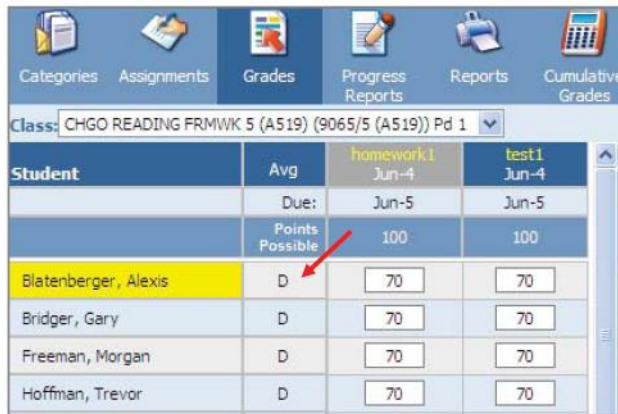
- Click **Update** to save the grades that were entered.
- Repeat Steps 2-4 until grades have been entered for all desired classes.
- Click the **Grades** tab.



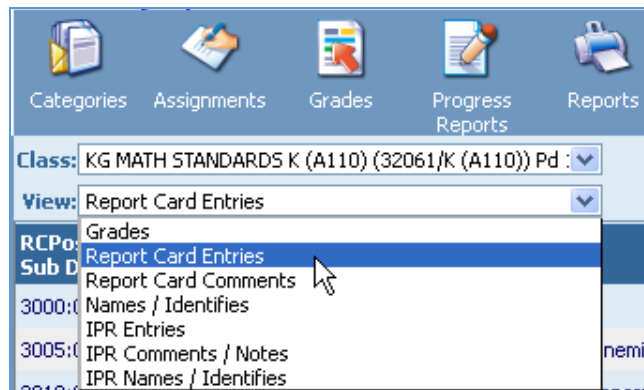
- Select the appropriate class from the **Class** drop down list.



- Click the value in the **Avg** column next to the desired student.



- The **Grades by Student** page will display. From the **View** drop-down list, select **Report Card Entries**.



10. Enter an *Allowed Value* for each Standard into the appropriate cycle column(s). Standards are available for each habit, attitude, and skill listed on the Grades 1-8 Report Card.

Benchmark	Allowed Values	C1	C2	C3	C4
Reading in the _____ Language Name	Spanish, Polish, Arabic, Chinese, Urdu, Bos/Cro/Serb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has developed word knowledge (phonics/vocabulary)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses a variety of reading strategies	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehends reading material - Fiction	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehends reading material - Non-fiction	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has developed oral reading fluency	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to literature (oral, written, artistic)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reads a variety of materials independently	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of books read		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses the writing process (prewrites, drafts, revises, edits)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Click **Update** to save the grades that were entered.
12. Select the next desired student from the **Student** drop-down list.
13. Repeat Steps 7-12 until grades have been entered for all desired students.

Entering ELL Information

Both the Kindergarten and Grades 1-8 Report Cards contain a section for **English Language Proficiency**. The information that appears within this section is entered by the appropriate teacher per the instructions for entering grades for Standards above. Please refer to the instructions for [Kindergarten](#) and [Grades 1-8](#) Teachers respectively. The ELL Standards, as well as their allowable values, are below.

Enrolled in a TBE/TPI Program	X
Overall English Language Proficiency Development	1,2,3,4,5,6
Listening	1,2,3,4,5,6
Speaking	1,2,3,4,5,6
Reading	1,2,3,4,5,6
Writing	1,2,3,4,5,6
Student meets criteria for transition to general program of instruction	X
General program transition date (month/year)	

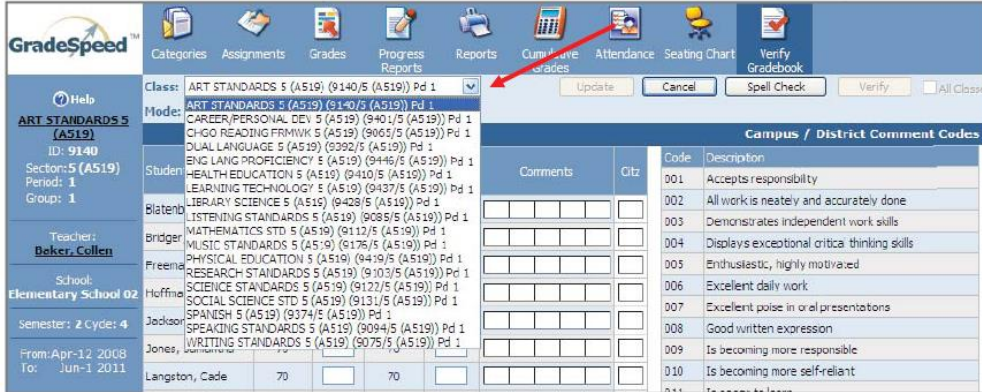
Entering Comments on Progress Reports & Report Cards

The High School and Elementary School Progress Reports can display a single comment from each teacher. Similarly, the Grades 1-8 Report Card will display a single comment from each teacher of a core subject (Chicago Reading Framework, Math Standards, Science Standards, Writing Standards, and Social Science Standards). The Kindergarten Report Card will display five comments, but only from the student's Homeroom Teacher. While the amount of allowed comments and who can enter those comments differs slightly, the process for entering those comments is consistent.

1. Log into Gradebook and click the **Verify Gradebook** tab.

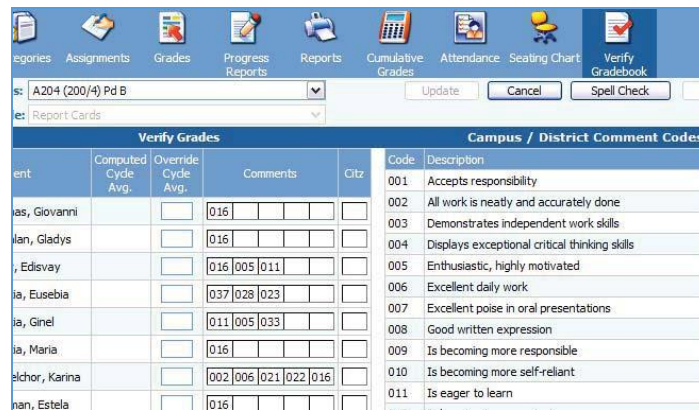


2. Select the appropriate class from the drop down list.



Note: Grades 1-12 teachers may select any class. Kindergarten Teachers must select *Homeroom*.

3. Enter the desired *Comment Code(s)* into the box(es) under **Comments**.

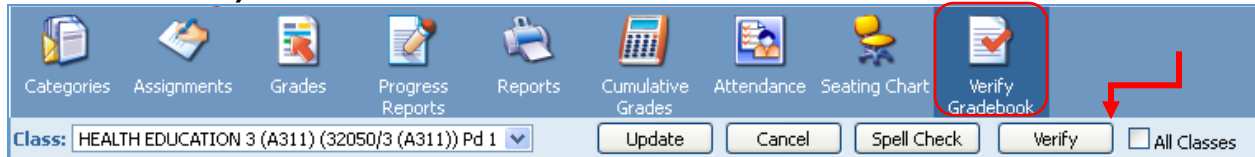


Note: The comment entered into the FIRST box by every teacher will appear on High School Progress Reports. Similarly, only the comment entered into the FIRST box by Core Teachers will appear on Grades 1-8 Report Cards. All five comments entered by Kindergarten Homeroom Teachers will appear on Kindergarten Report Cards.

4. Click **Update** to save the comments that were entered.
5. Repeat Steps 2-4 until comments have been entered for all desired students.

Teachers can enter and update grades at any time before the respective Progress Report/Report Card Grade Entry Deadline. Once complete, teachers can 'verify' their gradebooks as notification to the School Administrator/Grade Coordinator. To verify, teachers:

1. Click the **Verify Gradebook** tab.
2. Select the appropriate class from the drop down list.
3. Click the **Verify** button. To verify all classes at once, check the **All Classes** box and then click the **Verify** button.



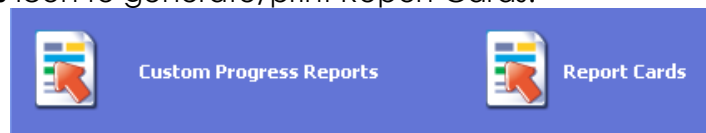
[Viewing, Generating, and Printing Progress Reports & Report Cards](#)

School Administrators and Grading Coordinators can generate/print progress reports and report cards by following the following steps:

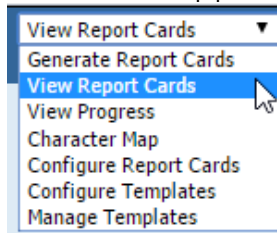
1. Log into Gradebook and click the **Reports** icon.



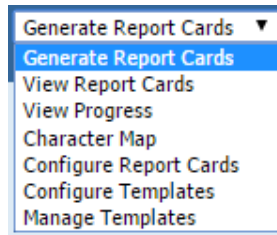
2. Click on the **Custom Progress Reports** icon to generate/print Progress Reports or the **Report Cards** icon to generate/print Report Cards.



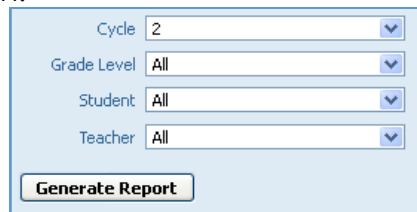
3. The IMPACT team generates report cards for each school. To view the PDFs, select 'View Report Cards' in dropdown in the upper right hand corner.



4. Select the desired Cycle; Grade Level; Student; and/or Teacher filters. By populating only the cycle dropdown, you will see PDFs for the whole school.
5. Progress Reports/Report Cards can also be generated by school-based staff at select times during the school year. To do so, select 'Generate Report Cards' in dropdown in the upper right hand corner.

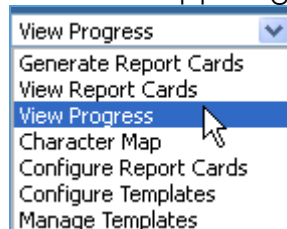


- From the **Generate Progress Reports** or **Generate Report Cards** page, select the desired Cycle; Grade Level; Student; and/or Teacher filters before clicking the **Generate Report** button.



Note: Again, the ability for schools to generate Report Cards is temporary disabled at the end of each Quarter since IMPACT does so automatically. Once generated, a notification will appear on this page and report cards can simply be printed; NOT generated!

- To view the progress of progress reports/report cards being generated, select **View Progress** from the drop-down list in the upper right corner of the page.



- Once the desired progress reports/report cards have been generated, simply click the **Click here to view** link or select **View Progress Reports/View Report Cards** from the drop-down list in the upper right corner of the page.
- From the **View Progress Reports** or **View Report Cards** page, click on the desired progress report(s)/report card(s). By default, progress reports/report cards are available by Grade, Teacher, and Student.
- A PDF of the selected progress report(s)/report card(s) will open and can be printed or saved as necessary.

Note: Once a cycle has been locked, any changes to Quarter Grades must be made in IMPACT SIM in accordance with the Grade Change Policy. Twenty-four hours after a Quarterly Grade Change has been made in SIM, School Administrators/Grading Coordinators may re-generate Report Cards for any student(s) affected by the Grade Change. Report Cards should only be regenerated for affected students; NOT the entire school.